

## CaPa Participation Group Steering Group Meeting

**Wednesday 23<sup>rd</sup> March 2016 6pm-8pm @ the Beehive, Grays, Essex, RM17 6XP**

**Attendees:** Mo James (chair), Ashley Woodward (vice Chair), Janet Crossley, Sam Foster (mins), Charlie Moore, Sam Ginnelly, Carrie May

**Apologies:** Nikki Page, Grace Nyambura, Irene Gillan, Tina Southern, Claire Lamb, Jane Scales

ITEM	DISCUSSION	ACTION
Introductions	Attendees and apologies received. Sam emailed Jane about the meeting and joining the Facebook s/g page which she did. Sam to check with Jane about transport for future meetings as Janet could offer a lift. Everyone welcomed Carrie to her first meeting.	Sam contact Jane
Mins of last meeting	Minutes reviewed, agreed and signed by Mo Outstanding matters: office space and request for funding from Thurrock. To be relooked at once finances for complete year finalised and reserves known.	Sam to C/F
NNPCF National Priorities	Mo went through the national priorities of the National Network of Parent Carer Forums so that we can see where we could match up. The following were agreed as being priorities in Thurrock: <ul style="list-style-type: none"> <li>- Participation (getting more people involved)</li> <li>- Reforms</li> <li>- Transport (issues around quality and untrained escorts)</li> <li>- Health (issues around getting referrals in secondary school)</li> <li>- SEN Support</li> <li>- Short Breaks</li> <li>- Transitions</li> <li>- CAHMS</li> </ul> Everyone agreed that the load needs to be shared - this will be carried forward to next meeting when hopefully more of the group will be in attendance and we can discuss issues and how we can address them.	Sam – put on next agenda
Monitoring Grant Application	Sam advised that the monitoring for 15/16 has to be completed by 29 <sup>th</sup> April and the new grant application for 16/17 has to be submitted by 8 <sup>th</sup> June. Sam has already started pulling together receipts and finance. Mo and Sam to meet to discuss further.	Sam/Mo
Short Breaks Questionnaire	Decision made to give out hard copies to the steering group so that they can 'nab' people to fill out there and then at groups (Link), schools etc. Mo asked for a copy to be put on Treetops Forum with an explanation of Short Breaks. Sam F to find out next parent morning at Beacon Hill. Sam G to take to Hannah's Place.	ALL  Janet Sam F Sam G
TARP	Clare Moore has requested two new panel members as Irene is leaving and Clare states that Nikki finds it hard to always attend due to work commitments.	

	<p>Sam read out Nikki's feedback in which she explained she challenges decisions and feels that her presence has overturned some decisions. Nikki has changed some of her shifts to accommodate going and wishes to continue.</p> <p>Need to check Irene's feedback as her previous conversations suggest otherwise from her point of view.</p> <p>Ashley feels it is a lot of work, emotionally and time wise, if our input is minimal.</p> <p>Decision made to go back to Clare and request a meeting with her, Nikki, Irene (if poss?), Mo and Ashley to see if two panel members are really needed as everyone's time is stretched.</p>	Sam to contact CM
AGM	<p>Mo contacted Dean Beadle who has given some availability for May.</p> <p>Sam to contact Gateway about using their auditorium. Possible dates 18<sup>th</sup>/25<sup>th</sup> May?</p> <p>Will ticket event through Eventbrite, priority given to parent carers.</p> <p>Ashley asked if the 'Blobs and Squares' video could be shown.</p> <p>UPDATE: Gateway not available until 13<sup>th</sup> July plus cost now £50 an hour.</p> <p>Mo to contact Harris which will mean keeping numbers to 80.</p>	<p>Sam to contact Gateway</p> <p>Mo to contact Harris</p>
Drop In	<p>Next dates and themes:</p> <p>11<sup>th</sup> April – Short Breaks and Summer Playscheme</p> <p>9<sup>th</sup> May – Post 19 and Transition</p> <p>13<sup>th</sup> June – Transport – Invite Malcolm and Lesley</p> <p>11<sup>th</sup> July – Health – invite Seeta Jay Kumar DMO</p> <p>Sam to find out about inviting Manny Masaurani (sp?) to a drop in. He does CBT. Sam to find out costs etc</p>	<p>Sam to do poster</p> <p>Sam to find out more</p>
Steering Group Meetings	<p>Next dates confirmed:</p> <p>Wednesday 20<sup>th</sup> April 12-2pm</p> <p>Wednesday 18<sup>th</sup> May 12-2pm</p> <p>Sam to circulate – try using Doodle?</p> <p>Following this, we will go to alternate lunch/evening meetings.</p>	Sam to circulate and book
AOB	<p>Sam circulated a pdf version of the home page of the website. Ashley asked if a latest news feed could be put on home page as well above the twitter feed box. Sam to go back to Jess. Sam has started pulling together the content keeping it simple.</p> <p>Ashley gave feedback about the social workers interview day she was invited to by Ian Evans and explained how the scoring worked. Out of 30 candidates, 4 got a high enough score to be taken to the next stage. Ashley will get feedback on who got the jobs in due course.</p> <p>Ashley advised she has been invited to attend the Transforming Care workshops in partnership with Essex and Southend and will be there as a parent rep. Feedback to follow.</p> <p>Meeting closed at 8pm.</p>	Sam speak to Jess